

## **INSTITUTIONAL REQUIREMENTS FOR COVER PAGES AND BOARD MATERIALS**

1. Submission dates for Board materials are posted on the web one year in advance of the meeting.
2. Submission dates are non-negotiable. Any agenda items received after the posted submission date will be moved to the next scheduled Board meeting.
3. Any documents or files received by OSBE that do not meet the requirements set out in Section 4 – 10 (below) will be returned for correction.
4. Handout materials are discouraged. However, if handouts are needed, they will be three hole punched and include a Tab number where they belong in the Board binder. (Contact your OSBE staff contact for the correct Tab number). There should be enough copies for the Board members, staff, and the audience. Handouts should be given to OSBE staff the morning of the presentation for placement in Board member binders. Provide 15 additional copies for staff, media and audience.
5. Any additions or replacements to Board agenda materials must be given to your OSBE staff contact. They will make the appropriate replacement for you. The additions or replacements should be three hole punched. There should be enough additions or replacements for the Board members, staff, and the audience.
6. All Cover Pages will be produced using the templates as provided on the web.
  - a. Margins will be one inch (top, bottom, right, left).
  - b. The font type will be Arial 12 point.
  - c. Text will be justified.
  - d. Paragraph text under the major headers will be left indented once (five spaces).
  - e. Do not include any embedded headers, embedded footers, or page numbers. OSBE staff will add those to the document once it has been proofed and approved.
  - f. Except for the major header entitled “REFERENCE”, all headers will be included on every cover page (all caps, bold, no color for header). If the section does not pertain to the agenda item, it should be noted as such under the major header.
  - g. “Board Action” will be written by OSBE staff. Please leave blank.
  - h. REFERENCE items that will not be distributed as part of the Agenda will be emailed to OSBE contact as a separate file. If the reference material is not available electronically, the material will be faxed or mailed to the OSBE contact within the agenda materials due date.

7. All Excel documents must include a column at the left edge of the worksheet that contains consecutive numbers identifying each line of data.
8. All documents will be sent to OSBE electronically in WORD or EXCEL format. Please notify OSBE contact if a file will be submitted in any format other than WORD or EXCEL.
9. Sections I and II of the BAHHR agenda will be submitted separately.
10. Section I BAHHR format will include the cover page identical to Section II. The information required for each position will include:

Position Title  
Type of Position  
FTE  
Term of Appointment  
Effective Date  
Salary Range  
Funding Source  
Area/Department of Assignment  
Duties and Responsibilities  
Justification of Position

- All required information titles are aligned at left margin.
- No colon after title.
- Information for each title will be aligned at 3.5" on the Word page ruler.
- Complete information for each position will be on one page – do not carry portion of position to the following page.

## **INSTITUTION / AGENCY AGENDA**

### **NAME OF INSTITUTION / AGENCY**

All major headers will be capped and bolded.

All text under the major headers will be indented once (5 spaces) on the left and text will be justified.

If one of the major headers does not apply to a particular item, leave the header on the cover page and indicate that the section does not apply to this agenda item. This will not apply to the "REFERENCE" Section.

Do not include ANY Headers, Footers, or Page numbers. OSBE will add those when the Board Agenda is finalized

### **SUBJECT**

Give a brief description of the subject to be reviewed - usually one line or less.

### **REFERENCE**

Date

If this topic has been previously submitted to the Board  
Include each time it was submitted and the action taken by  
the Board, if any. There should be a new date for each  
time it was reviewed. If it has been reviewed, fax or email  
to the Board any previously submitted documents. If the  
Board has not previously reviewed the agenda item,  
remove the major header from the document.

### **APPLICABLE STATUTE, RULE, OR POLICY**

List the applicable statute, rule, or policy that governs this particular subject.  
What gives the Board the authority to act on this topic? You will also need to  
include a copy of the applicable statute, rule, or policy in the Board materials.

### **BACKGROUND**

Give a brief background of why this topic is being reviewed by the Board.

### **DISCUSSION**

Discuss, in detail, the content of this item.

### **IMPACT**

Describe the impact this item will have.

### **STAFF COMMENTS AND RECOMMENDATIONS**

This section will be completed by a Board staff person.

### **BOARD ACTION**

This section will be completed by a Board staff person.